



TOWN OF ORCHARD PARK

Commercial / Industrial Building Project Site Plan Application

Requirements and Procedures

To: Project Applicants

The project you are planning is subject to the Town of Orchard Park review and approval process. Your project requires review, approval and possible public hearings by the Conservation, Town and/or Planning Boards. In addition, if a variance is needed, approval is required from the Zoning Board of Appeals. This informational packet is provided to assist your preparation of material for review submission.

The following documents are included in the informational packet:

- Board responsibility chart.
- Guidelines
- Town of Orchard Park Supplemental Height, Lot, Yard and Bulk Regulations.
- Town of Orchard Park Conservation, Planning and Zoning of Appeals regular meeting schedules.
- Building Project Site Plan Application

In order to be placed on a Conservation Board or Planning Board agenda, submittal must be deemed complete by the Planning Coordinator and plans must be **technically acceptable to the Town**. All submittals will include the following:

- Letter of Intent, submitted to the Planning Coordinator, which includes a request of the Town Board for its referral to the Conservation Board & Planning Board for consideration.
- Proof of ownership and/or letter of authorization to act on owner's behalf and a fully executed purchase agreement for property.
- Adequate property survey showing current confirmation.
- Accurately completed State Environmental Quality Review Form (may be obtained from the Planning Department - HANDWRITTEN SEQR FORMS ARE NOT ACCEPTABLE).
- Site Plans shall be sealed and signed by an Engineer licensed Professional in the State of New York.
- Landscape plans per the Town Code requirements, sealed and signed by a Landscape Architect licensed in the State of New York.

- Plat Plan showing relationship of proposal to surrounding neighborhoods.

To insure that your project is reviewed in a timely manner the following are required:

1. All applicants will review their plans with the Planning Coordinator prior to submission.
2. In order for a project to be considered for inclusion on a particular Planning Board agenda, a complete submittal packet of all required documents, as deemed acceptable to the Town, must be submitted no later than 3:00 P.M. on the first business day of the previous month. (See Meeting/Cut-Off dates included in the handout).
3. However, submission of plans does not guarantee placement on the agenda, as each submission must be judged acceptable by the Planning, Engineering Departments and the Building Inspector for placement on the required agenda. The Planning Board agenda is set seven (7) days prior to the meeting date.
4. In order for a Commercial/Industrial Project Site Plan, which requires any Public Improvement Permit (PIP) work items, to be considered complete, a completely separate, but associated Site Plan must be submitted for approval concurrently. This associated PIP Site Plan and required associated reports must present the design of all PIP work items in a complete submittal packet, as deemed acceptable to the Town and approved.
5. Concept Review: A Concept Review is an informal discussion with the Planning Board regarding the feasibility of a project. It is intended to provide petitioners with guidance and directions. After consulting with the Planning Coordinator, the Concept Review may be placed on the Planning Board agenda under "Other Business". A Concept Review is required when a project involves a change in zoning.
6. Final Approval: After recommendation by the Planning Board and/or Conservation Board, the Town Board determines final approval or disapproval. Only after receiving approvals from all Boards involved and final approval is granted by the Town Board can you obtain a building permit. At that time, three (3) complete sets of building plans that have been stamped by an Architect or Engineer registered in New York must be submitted to the Building Inspector, along with a completed application. The Building Inspector will verify that all other approvals required have been granted, that all fees and bonds are paid and all insurance information is on file before reviewing plans and issuing a building permit.

The following is a list of basic requirements to be included with the application for consideration for concept review:

- (a) Narrative description of project including activity to take place on the property;
- (b) Accurate property survey showing present configuration of the petitioner's land;
- (c) Stamped and sealed sketch plan showing relationship to surrounding areas and their current zoning(s).

Town telephone contact numbers are:

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| - | Planning Department: | 662-6432 & 6433 |
| - | Engineering Department: | 662-6425 |
| - | Building Inspector: | 662-6430 |
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In order to be placed on a Conservation Board or Planning Board agenda, initial complete submittal packets will include the following (N.B. all maps and drawings must be Engineer folded, not rolled, upon submission. For extremely large submissions, please consult Planning Coordinator):

1. One (1) copy of a Letter of Intent describing the proposed project, its location and present zoning.
2. One (1) copy of an accurately completed SEQR (State Environmental Quality Review) form, which may be obtained at the Planning Board Office.
3. Eight (8) copies of the proposed site plan, sealed and signed by an Architect or Engineer licensed in the State of New York. (See pages 3 – 5.)
4. Six (6) copies of the lighting plan, showing lighting fixture locations, shop drawings or fixture cuts, mounting height and wattage and photometrics. (See page 7.)
5. Six (6) copies of the proposed site landscape plan sealed and signed by a Landscape Architect licensed in the State of New York, with the amount of interior greenspace and the total cost of the proposed landscaping noted on the document. All utilities and lighting standards must be shown in half tone. (See page 5 - 7.)
6. Six (6) sets of building elevations.
7. Three (3) sets of building plans per Building Inspector requirements.
8. Three (3) copies of an adequate property survey showing current confirmation.
9. Three (3) copies of an Engineer's Report to cover and include (but not limited to drainage calculations, pipe sizing, detention, water quality, utilities usage calculations), Storm Water Prevention Pollution Plan (SWPPP) with signed Notice of Intent (NOI), water service, sanitary sewer service and any other applicable private utilities.

The Site Plan must contain the following information:

General:

1. Provide project name.
2. Provide name, phone number and address of applicant.
3. Provide names, phone number and addresses of owner(s) of record, if different from applicant.
4. Provide name, phone number and address of person or firm preparing the plans.

5. Provide current zoning classification of property, including exact zoning boundary if in more than one district.

6. Provide certification of plans and calculations by a registered professional licensed engineer.
7. Show title, scale (1" – 20'), north arrow, date and revision block.
8. Provide a location map.
9. Show right-of-way width of all streets.
10. Show all proposed and existing roadways and walkways.
11. Driveway proof of access from appropriate highway department if new.
12. Include a note specifying: "Construction shall be in accordance with Town Construction Specifications where applicable and/or subject to the latest revisions by the Town Engineer".
13. Include a note specifying: "Stumps and brush shall not be buried in the Town".
14. Show property lines including all distances and angles.
15. Show location and size of all buildings (proposed and existing), showing dimensions of side yards, rear yards, front setbacks and separation.
16. Show all adjoining land owners (name address and tax numbers) and buildings within 200' of the project site.
17. Show all existing and proposed contours and/or spot elevations.
18. Provide all elevations are U.S.G.S. datum, and tied to Orchard Park Bench system.
19. Show all foundation/first floor elevation.
20. Show existing and proposed utility services: gas, electric, telephone, etc.
21. Show layout of all off-street parking showing 10' x 18' spaces, the number of required spaces per Town Code, the number of actual spaces provided, handicapped parking conforming to New York State Uniform Fire Prevention and Building Code, curbing or wheel stops and paving cross section.
22. Show the location of any free standing sign(s) along with mounting details, sizes and lighting.
23. Show screened dumpster location and pad.
24. Show clearing limits, stock pile areas, all temporary and permanent drainage, erosion and sediment control facilities.
25. Provide a composite utility plan depicting all existing and provide utilities.
26. Provide, if necessary, State and/or Federal wetlands permits/approvals.

Drainage:

1. Show all existing storm water systems including inverts and rim elevation, size and slopes.
2. Show water courses, wetlands and flood plains.
3. Show drainage direction illustrated by flow arrows.
4. Must show adequate drainage for the project area including size, slope and inverts for proposed receivers, pipes, ditches and/or swales.
5. Submit proper retention/detention facilities design calculations such as the rational Method and SCS hydrograph method. The basin shall be designed to contain a 25-year and 100-year storms after development with 1 foot of freeboard while restricting the outflow to a rate equal to a 10 year storm prior to development. The basin shall have an outlet control structure to direct storm water to a positive outlet. The basin shall also include an emergency spillway to direct storm water to a positive outlet in the event of an overflow.
6. Provide drainage plan calculations (pipe sizing, retention/detention volumes, water quality) with site a map showing drainage shed areas to catch basins stamped by a Registered Professional Engineer in New York State in the Engineer's Report.
7. Show roof and sump drains properly discharge in to storm system.
8. Show all existing and/or proposed drainage easements.
9. Supply grading and drainage plans on one sheet.
10. Show the 10-, 25- and 100-year storm required storage volumes and associated water elevations; also show normal water elevations.

Landscaping:

1. A separate Landscape Plan shall be prepared and certified by a New York State licensed landscape architect:
 - a. Showing the number of square feet contained in the proposed green area;
 - b. Showing all landscaping, including lawns, trees, shrubs, etc.;
 - c. Shall be labeled with the plant material names, type and size:
 1. Existing trees over six (6) inches in caliper as measured four (4) feet from the ground shall be located and identified on the landscape plan;
 - d. Showing the landscape completion cost estimate, including all site grading, lawns, trees, shrubs, plantings, etc.; and

- e. Showing a minimum of 15 % of the total site, which shall be landscaped open space.

- 2. Projects including 41 or more parking spaces will require:
 - a. A minimum of 10% of the interior of the parking area, which shall be devoted to the required landscape area, including access drives and aisles;
 - b. The interior landscape area, which shall be a minimum of 64 sq. ft. and a minimum of 5 ft. wide; and
 - c. At least one new tree per one hundred (100) sq. ft. of interior landscape area.
 - d. In the event that an existing parking area containing more than 40 parking spaces is altered or an existing parking area is added to the same site so that the number of parking spaces on the site exceeds 40, the Planning Board, in consultation with the Conservation Board, shall determine the extent to which the interior parking requirements apply.
- 3. Each landscape plan shall contain at least one (1) tree per thousand (1,000) sq. ft. of green space with a one (1) tree minimum per plan.
- 4. Each landscape plan shall contain the following varieties:
 - a. 50% major deciduous trees such as oak, maple, and linden.
 - 1. Major trees must have a minimum trunk diameter of 2-2 1/2 inches as measured six inches from the ground;
 - b. 25% evergreen such as Austrian pine, spruce and fir.
 - 1. Evergreen trees must have a minimum five (5) feet in height measured from the ground to the highest point of the tree.
 - c. 25% minor trees such as flowering crab, dogwood and flowering cherry. Minor trees must have a minimum trunk diameter of 1 1/2 inches as measured six inches from the ground.
- 5. Street Tree determination is made by the Conservation Board from the approved Street Tree Listing.
- 6. During construction, all existing trees to be preserved shall be protected with fencing which shall be at the drip edge of the existing trees to be preserved.
- 7. Before receiving a Building Permit, the owner shall deposit with the Town Clerk one of the following forms of security:
 - a. A certified check in the amount of fifty percent (50%) of the proposed landscape completion cost; or
 - b. A two-year landscape completion bond (performance bond) in the full amount of the proposed landscape completion cost.

8. Upon the completion of the landscape installation the owner shall provide on a Landscape Completion Form (available from the Planning Office) a statement

from a licensed landscape architect indicating the plant materials have been installed in accordance with the specifications of the approved landscape plan.

9. Prior to two Years after the date of landscape completion the following review is required:
 - a. The owner shall provide on a Landscape Completion Form (available from the planning office) a statement from a licensed landscape architect indicating the condition of the plant materials specified in the approved landscape plan, verifying survival through the two-year guarantee period; and
 - b. If all the landscaping proposed on the landscape plan has been installed and properly maintained, the certified check deposit will be refunded or the bond shall be released.
10. The Conservation Board, at its discretion, may waive the above requirements when presented an application for a building permit to an existing structure.

Lighting:

1. Provide existing and proposed exterior lighting fixtures detailing type, pole heights and wattage.
2. Provide point-by-point photometric layout of the proposed lighting detailing the maximum, average and minimum foot candles.
3. Show exterior lighting, which shall be positioned so that adjoining properties and streets are protected from glare and hazardous light intrusion.
4. Provide light fixture height above grade, which shall not exceed fifteen (15) feet in or adjacent to residential properties and in no instance shall exceed twenty-five (25) feet above grade.
5. Provide light fixtures, which shall be full cut off (fully shielded) design type.
6. Provide perimeter lighting, which shall be equipped with house shields.
7. Insure that flood lights are limited to ground mounted fixtures, to illuminate ground mounted signs with full glare shields/visors. Additionally, use plant materials as landscaping screening to mitigate ground level glare.

Sanitary:

1. Show existing mainline and lateral sanitary sewers, including size and inverts.
2. Show proposed sewer lateral, including size, slope and type of pipe (2% min. slope and 4-foot minimum coverage).
3. Show trap and vent located and shown on plans. Provide cleanout located at the right-of-way.

4. Provide cleanouts located as required – 90’ maximum spacing.
5. Show oil interceptor (Size as required by Erie County Health Department).

Building Permit Application

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6. Provide six (6) inch minimum diameter (SDR-35 pipe) lateral at 2.0% slope for commercial buildings.
7. Provide select fill under all paved areas – If special conditions exist, steel casings must be supplied.
8. Provide ten (10) foot separation between sanitary lateral and water service.
9. Provide details of any means of sewage disposal other than connection to existing public systems including location, design and materials of construction. Include the estimated daily sanitary sewage flow and anticipated number of employees. Erie County Health Department septic system approval shall be required.
10. Provide interior plumbing drawings and details.
11. Provide all proposed sewer line lateral profiles.

Water:

1. Show existing water mains and water services, including size and type, if available.
2. Show proposed water and fire services, including size and type of pipe (4.5 – foot minimum coverage).
3. Show backflow preventor and meter location.
4. Provide meter pit at Right-of-Way if service is over one hundred and fifty (150) linear feet.
5. Provide interior plumbing drawings and details.



www.orchardparkny.org

Town Board meets in the courtroom at 7:00 p.m.

Conservation Board meets in the basement public meeting room at 7 p.m.

Planning Board meets in the basement public meeting room at 7:30 p.m.

Zoning Board of Appeals meets in the basement public meeting room at 7:30 p.m.

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